

30 January 1978

MINUTES OF THE SECRETARIAL/CLERICAL ADVISORY GROUP

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[Redacted]

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The first meeting of the Secretarial/Clerical Management Advisory Group was called to order by [Redacted] advisor to the group. She explained that the group had been formed as a result of a recommendation made to the Director by a group of secretarial and clerical representatives who had met with him. The members introduced themselves and briefly outlined their previous experience in similar panels and the role they hoped this new group would play.

It was agreed that the first task of the group should be to draft a charter, which would be submitted to the Acting Deputy Director and Director for approval and subsequently summarized in a Headquarters Notice. Copies of the charters of existing advisory groups will be forwarded to the members for review before the next meeting on 9 February at 2:00 p.m. in Room 7D-64, Headquarters.

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[Redacted] was elected the group's first Chairman.

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[Redacted]

Advisor

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